

INSTRUCTIONS FOR MAINE GASOLINE DISTRIBUTOR TAX RETURN

Form GT 5

- Report inventories, receipts, sales and excise tax for gasoline, gasoline blends (gasoline/ethanol or gasoline/methanol or gasoline/other product), aviation gasoline, racing gasoline and jet fuel on this tax return.
- Report receipts of unblended ethanol and methanol on the gasoline distributor tax return in the month the ethanol or methanol is blended with gasoline.
- Blank forms, schedules, instructions, fuel tax rates, a list of licensed gasoline distributors and other tax information are available from Maine Revenue at www.maine.gov/revenue/fueltax.
- Maine requires reporting in “gross” gallons on a calendar month basis.
- Records are required to be retained for a period of at least six years.

RECEIPTS

Line 1 – Beginning Inventory. Total gallons in bulk storage at the beginning of the reporting period. (Do not include gallons in a retail tank). If there are multiple products, combine all inventories. Inventories should not be negative.

Line 2 – Gallons Received – Tax Paid. Gallons received from any source on which Maine excise tax has been paid. Attach **Schedule 1** for each fuel type. A credit for excise tax paid is taken on line 17.

Line 3 – Gallons Received – Tax Unpaid. Gallons received from sources within Maine. Attach **Schedule 2** for each fuel type.

Line 4 – Gallons Imported – Direct to Customer. Gallons imported to Maine, tax exempt, which were delivered directly to a customer in Maine. Attach **Schedule 3** for each fuel type.

Line 5 – Gallons Imported – Bulk Storage. Gallons received from outside Maine, tax exempt, that were delivered into your bulk storage. Attach **Schedule 4** for each fuel type.

Line 6 – Total Receipts. Total lines 2, 3, 4 and 5.

Line 7 – Available Gallons. Line 1 (Beginning Inventory) plus Line 6 (Total Receipts).

Line 8 – Ending Inventory. Gallons in inventory at the end of the month. If there are multiple products, combine all inventories. Inventories should not be negative.

Line 9 – Accountable Gallons. Line 7 (Available Gallons) minus Line 8 (Ending Inventory).

SALES

Line 1 – Total Gallons Sold. Total gallons sold and used during the reporting period. (Note - gallons delivered into a retail tank are considered sold at the time the gallons are delivered into the retail tank). Total Gallons Sold may vary from Accountable Gallons. Do not include adjustments for gains or losses on this return. Any gains or losses will be reported on the annual Shrinkage Return.

Line 2 – Exports. Gallons sold and exported by your company to a destination outside of Maine. Attach **Schedule 7** for each fuel type. Exports should be sold excise tax exempt. If the sale is to another licensed distributor with title passing in Maine and the customer exports the product outside Maine, report the gallons on Schedule 6.

Line 3 – Sales to Licensed Distributors. Gallons sold in bulk, excise tax exempt to other licensed distributors. Attach **Schedule 6** for each product type.

Line 4 – Bulk Sales to United States Government. Gallons sold in bulk, excise tax exempt to the U S Government. Attach **Schedule 8** for each product type.

Line 5 – Bulk Sales to Political Subdivisions of this State. Gallons sold in bulk to political subdivisions of this State. Attach **Schedule 9** for each product type.

Line 6 – Jet Fuel for International Flights. Gallons sold exempt for use by the customer to propel jet or turbojet engine aircraft in international flight. Attach **Schedule 10** for each fuel type.

Line 7 – Total Exempt Sales. Total lines 2, 3, 4, 5 and 6.

Line 8 – Taxable Gallons. Line 1 (Total Gallons Sold) minus Line 7 (Total Exempt Sales).

TAX COMPUTATION (Page 2/Back of Tax Return)

Excise tax rates may vary from the standard rates listed on the return. If the product sold is unblended gasoline (additives are included) the gasoline excise tax rate applies.

Lines 9 – Taxable Sales of Gasoline, 12 – Taxable Sales of Aviation Gas and 13 – Taxable Sales of Jet Fuel. List the number of taxable gallons for each product on the applicable line under “Gallons”. Multiply taxable gallons by the tax rate listed for the product and enter the amount in the “Tax” column. Attach a separate **Schedule 5** for each product type listing taxable sales to licensed distributors.

Line 10 – Taxable Sales of E10. List the number of taxable gallons of E10 on Line 10 under “Gallons”. Multiply taxable gallons by the E10 tax rate and enter the amount in the “Tax” column.

Excise tax computation for a 90% blend of gasoline and 10% blend of ethanol: The excise tax rate is the % of gasoline in the blend multiplied by the gasoline excise tax rate plus the % ethanol in the blend multiplied by the ethanol tax rate.

Example 1: .90 (90%) gasoline X gasoline excise tax rate of \$.284 =	\$.2556
.10 (10%) E00 (100% ethanol) X 100% ethanol tax rate of \$.187 =	<u>\$.0187</u>
	<u>\$.2743</u>

A blend of 90% gasoline plus 10% ethanol has an excise tax rate of \$.274.

Line 11 – Taxable Sales of - _____. Provide a description for the fuel blend, such as E15. Report the number of taxable gallons for the fuel blend under “Gallons”. Clearly write the excise tax rate for the fuel blend. Multiply taxable gallons by the excise tax rate for the blend and enter the amount in the “Tax” column.

Example 2: .85 (85%) gasoline X gasoline excise tax rate of \$.284 =	\$.2414
.15 (15%) E00 (100% ethanol) X 100% ethanol tax rate of \$.187 =	<u>\$.0281</u>
	<u>\$.2695</u>

A blend of 85% gasoline plus 15% ethanol has an excise tax rate of \$.269.

Line 14 – Total Taxable Gallons Sold. Total the **gallons** listed on Lines 9 through 13. Total Taxable Gallons must equal gallons listed on Line 8.

Line 15 – Net Excise Tax Due. Total the **tax** amounts listed on Lines 9 through 13.

Line 16 – Dealer Credit Card Sales to U. S. Government. This is the excise tax amount claimed by the Gasoline Distributor for allowable retail sales of gasoline paid by U. S. Government credit card that were exempted from Maine excise tax by the Distributor. List the tax credit as a positive number. Attach **Schedule 22** to support the Dealer Credit Card claim.

Line 17 – Excise Tax Paid Purchases. The excise tax amount claimed for tax paid purchases listed on Schedule 1, line 2 of the tax return. List excise tax paid on purchases as a positive number.

Line 18 – Credit from Prior Period. If you have a tax credit from a prior reporting period and received a credit notice from Maine Revenue instructing you to take the credit on your Gasoline Distributor return, put the amount on this line. Line 18 cannot be used to make other adjustments. Changes to prior returns must be made on an Amended Return.

Line 19 – Amount Due or Line 20 – Credit Due. Deduct the amounts on lines 16 (Dealer Credit Cards), 17 (Tax Paid Purchases) and 18 (Credit from a credit notice) from Line 15 (Net Excise Tax Due). If excise tax is owed, put the amount on line 19. If you are due a credit, put the amount on Line 20. List all amounts as positive numbers.

If you are due a credit and would like a refund, check the small box on Line 20. If you do not check the box requesting a refund, the credit will be carried forward to the next reporting period.

Lines 21 (Net Excise Tax – Gasoline), 22 (Net Excise Tax – Aviation Fuel) and 23 (Jet Fuel). Allocate excise tax to the proper fuel category. Gallons listed on lines 21, 22 and 23 should equal Net Excise Tax Due (Line 15) less amounts on Lines 16 and 17. Tax listed on Line 21 (Net Excise Tax – Gasoline) should include amounts on Lines 9, 10 and 11 if line 11 is a gasoline/ethanol, gasoline/methanol or gasoline/other blend.

Please check the boxes for each type of schedule that is included with the tax return. Failure to attach required schedules may delay processing of your tax return.

To file an Amended Return, obtain a blank Gas Tax return from Maine Revenue Services by calling the number below or visiting our web page at <http://www.maine.gov/revenue/fueltax/>. Write “Amended” at the top of the return. Fill in your company information as it appears on pre-printed forms. Fully complete the return with correct figures. Attach an explanation or new Schedules for any figures that have changed from the original return. Maine Revenue will compute additional taxes owed or the credit due your company. If the result of the amended return is a credit and you want to request a refund, check the small box on line 20.

Make payments by check or money order payable to the Treasurer State of Maine. Include your registration number on the check or money order. Do not forget to include payment with your return. The mailing address is Maine Revenue Services, P. O. Box 1064, Augusta, ME 04332-1064. Failure to file or pay this return on or before the due date will result in applicable interest and penalty charges. For assistance, call (207) 624-9609.